

## FY24 Commerce, Justice, Science, and Related Agencies Guidance

Applicants may apply for the following accounts: NIST Scientific and Technical Research, NOAA Coastal Zone Management, DOJ Byrne Justice, DOJ Community Oriented Policing Services(COPS) Technology and Equipment, and NASA Safety Security and Mission Services.

**Project Amounts.** After reviewing all project requests received for fiscal year 2024, the Chair will determine what, if any, caps to place on project amounts. Targeted projects of modest size can have meaningful impact for communities and likely have a greater chance of being funded.

- **One-year projects only.** Each project request must be for fiscal year 2024 funds only and cannot include multi-year funding.

**Project Title.** This should be a short name by which the project may be identified. The project title should clearly indicate how the funds will be used. This title may be used in the House report and should be as accurate as possible to ensure that the funding goes to the correct project.

Examples:

|   |
|---|
| Estuary Habitat Restoration and Resilience    |
| Policing Equipment and Technology Upgrades    |
| Human Trafficking and Organized Crime Program |
| Smart-X Internet of Things (IOT) Living Lab   |

**Project Description.** You must include a brief project description. In this description, please tell us:

- the **cost**;
- the **recipient**; and
- the **nature of the project**.

**X Do not** specify brand names for equipment and technology requests.

**X Avoid** using abbreviations and acronyms.

**✓ Do** follow the examples below.

Examples:

|  |
|--|
| \$95,000 for an Esparza Beach Police Department body camera project.                             |
| \$500,000 for a Markus, Nebraska, records management system project.                             |
| \$375,000 for a Barczak, Kentucky, high-risk youth crime and violence diversion program project. |

**Project Recipient.** You must include accurate recipient information when filling out the online request. The accuracy of the recipient’s legal name is essential to ensuring that the funding goes to the correct project.

- The recipient’s name entered must be the legal name of the organization that will be receiving these funds.
- Do not include abbreviations, acronyms, and avoid using “The” before the recipient’s name where possible.

**X Do not** cite an individual person as the recipient.

**✓ Do** follow the examples below.

Examples:

|   |
|---|
| Bucks County Department of Corrections    |
| Florida Gulf Coast University             |
| Cambria County District Attorney's Office |
| City of Battle Ground                     |

**Project Location.** The location of the project’s activities may be different from the mailing address of the recipient organization. You will be asked to provide the full address, and later, in the supplemental questions, just the city and state.

- Please provide the location where the project activities will be taking place.
- In the supplemental question, use the format ‘City (or County), State’, using the postal abbreviation for the state. This will appear in the House report to help identify the project.

Examples:

|                    |
|--------------------|
| Round Rock, TX     |
| Barranquitas, PR   |
| Fairfax County, VA |

**Explanation.** Please describe the overall objectives of the proposed project and how the requested funds would be spent to achieve those goals. Requesters must include an explanation of the request, including an explanation of why this is a good use of taxpayer funds.

NOTE: Members are strongly encouraged to provide a detailed budget breakdown for how the funding is anticipated to be spent (e.g., what types of gear or services the funds will be used to buy; or how research dollars will be spent).

**X (Reminder) Do not** specify brand names for equipment and technology requests.

**✓ Do** follow the examples on the next page.

## Explanation. (Continued)

Examples:

The requested amount of \$500,000 would be used by Adcock County to purchase 911 emergency radio equipment, including 300 dash mount radio units and 400 portable radios. This equipment would replace the county's current 911 radio equipment, a significant portion of which is now approaching the end of its operational life. The project is a good use of taxpayer funds because replacement equipment purchased by Adcock County would be allocated for first responders throughout the region, lowering costs for municipalities that may otherwise need to make emergency response upgrades independently.

The \$325,000 in funding would be used to fully outfit video monitoring systems in 12 police cruisers for the Turpen County Sheriff's Department. The project is a good use of taxpayer funds because it will help enhance police-community relations in the county.

**Evidence of Community Support.** You must describe or include evidence of community support that were compelling factors in the Member's decision to submit this Community Project Funding request. You may include any relevant links to information posted on your website, or elsewhere online, including:

- Letters of support from elected community leaders.
- Press articles highlighting the need for the requested community project funding.
- Support from newspaper editorial boards.
- Projects listed in state intended use plans, community development plans, or other publicly available planning documents.
- Resolutions passed by city councils or boards.
- Other compelling evidence of community support.

**For-Profit vs. Non-Profit Entities.** A project request will not be considered if the intended recipient is a for-profit entity. If a Member requests that funding be directed to a non-profit organization, the Member will need to provide evidence that the recipient is a non-profit organization as described under section 501(c)(3) of the Internal Revenue Code of 1986.

**Guidance for  
NIST Scientific & Technical Research  
Community Project Funding**

*NIST Scientific and Technical Research projects support standards-related research  
and technology development.*

**Purpose & Federal Nexus**

Funding must be for activities consistent with, and supportive of, NIST's mission and aligned with one or more of the functions and activities described in section 272 of title 15, United States Code.

**Note:** Funding for building construction or renovation projects is not an eligible use of NIST Scientific and Technical Research Community Project Funding.

**Supplemental Questions for NIST Scientific and Technical Research project requests:**

1. Is the recipient entity a non-profit organization as described under section 501(c)(3) of the Internal Revenue Code of 1986? [yes/no]
2. Can this project spend a smaller amount of appropriated funds within 12 months of the enactment of the appropriations act? [yes/no] If yes, please provide any details that may be helpful for understanding the scalability of the project.
3. Are you aware of another Member making a request for this same project?
4. Please provide the location of this project, in the format '*City (or County), State*'.

## **Guidance for NOAA Coastal Zone Management *Community Project Funding***

*Coastal Zone Management projects support the protection, restoration, and responsible development of our nation's diverse coastal communities and resources.*

### **Purpose & Federal Nexus**

Funding must be for activities consistent with, and supportive of, NOAA's mission and aligned with one or more of the purposes described in the Coastal Zone Management Act of 1972 (16 U.S.C. § 1451 et seq.).

### **Cost-Share Requirements**

Coastal Zone Management projects are subject to any applicable cost-share required by law under the Coastal Zone Management Program.

### **Supplemental Questions for NOAA Coastal Zone Management project requests:**

1. Is the recipient entity a non-profit organization as described under section 501(c)(3) of the Internal Revenue Code of 1986? [yes/no]
2. Can this project spend a smaller amount of appropriated funds within 12 months of the enactment of the appropriations act? [yes/no] If yes, please provide any details that may be helpful for understanding the scalability of the project.
3. Are you aware of another Member making a request for this same project?
4. Please provide the location of this project, in the format '*City (or County), State*'.

**Guidance for  
DOJ Office of Justice Programs  
Byrne Justice  
Community Project Funding**

*Byrne Justice projects assist state, local, and Tribal law enforcement efforts to enforce laws, address violent crime, increase prosecutions, improve the criminal justice system (including the correctional system), provide victims' services, and other related activities.*

**Purpose & Federal Nexus**

Funding must be for activities consistent with, and supportive of, the Office of Justice Programs' mission and aligned with one or more of the purposes described in the Byrne Justice Assistance Grants (JAG) program, section 501 of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10152).

**Prohibited Uses**

**34 U.S.C. 10152(d) provides:**

*(d) Prohibited uses*

*Notwithstanding any other provision of this Act, no funds provided under this part may be used, directly or indirectly, to provide any of the following matters:*

*(1) Any security enhancements or any equipment to any nongovernmental entity that is not engaged in criminal justice or public safety.*

*(2) Unless the Attorney General certifies that extraordinary and exigent circumstances exist that make the use of such funds to provide such matters essential to the maintenance of public safety and good order-*

*(A) vehicles (excluding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters);*

*(B) luxury items;*

*(C) real estate;*

*(D) construction projects (other than penal or correctional institutions); or*

*(E) any similar matters.*

**In addition,** the Chair will not support the use of Byrne Justice Community Project Funding for the following:

- Initiatives that involve the distribution of drug paraphernalia.
- Initiatives that undermine the 2<sup>nd</sup> Amendment or infringe upon rights guaranteed by the Constitution without due process of law.
- Initiatives that appear to be anti-law enforcement or unrelated to criminal justice.
- Larger projects for the construction or renovation of penal or correctional institutions that will exceed the capability of single-year funding.

## Prioritization of Projects

In the event of limited funding, the Chair will prioritize projects focused on improving the effectiveness of law enforcement, increasing officer safety, curbing the opioid crisis, and other strategic priorities.

## Non-Profit Entities

Projects with non-profit recipients may be eligible, so long as the purpose is to carry out work that closely aligns with the purposes of the Byrne JAG program. Such projects will be closely examined.

## Requirements

- Awarded grants will be subject to the requirements of 2 CFR Part 200 and the [DOJ Grants Financial Guide](#).
- Below are the links to the Department's guidance and frequently asked questions regarding the Byrne-JAG program, which may help guide you in gauging the eligibility of a proposed Byrne project:
  - <https://bja.ojp.gov/program/jag/overview>
  - <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/jag-faqs.pdf>
- Allowable costs are those costs consistent with the principles set out in 2 CFR Part 200, Subpart E, and those permitted by the grant program's authorizing legislation.

## Supplemental Questions for Byrne Justice project requests:

1. Is the recipient entity a non-profit organization as described under section 501(c)(3) of the Internal Revenue Code of 1986? [yes/no]
2. Can this project spend a smaller amount of appropriated funds within 12 months of the enactment of the appropriations act? [yes/no] If yes, please provide any details that may be helpful for understanding the scalability of the project.
3. Is the purpose of this request the construction or renovation of a building? [yes/no]
4. Are you aware of another Member making a request for this same project? [yes/no]
5. Please provide the location of this project, in the format '*City (or County), State*'.

**Guidance for  
DOJ Community Oriented Policing Services (COPS) Technology &  
Equipment  
*Community Project Funding***

*COPS Technology and Equipment projects support state, local, and Tribal law enforcement efforts to develop and procure the technology and equipment needed to respond more quickly and effectively, improve officer safety, increase transparency and enhance community relations.*

**Purpose & Federal Nexus**

Funding must be aligned with the purposes of section 1701(b)(8) of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10381(b)(8)). As such, the Chairman will consider projects to develop and/or acquire technologies and equipment, including interoperable communications technologies, modernized criminal record technology, and forensic technology, to assist State, Tribal, and local law enforcement agencies, including by reorienting the emphasis of their activities from reacting to crime to preventing crime and training law enforcement officers to use such technologies.

**Notes:**

- Eligible recipients for COPS Technology and Equipment Community Project Funding are State, Tribal, and local law enforcement agencies.
- Funding for building construction or renovation projects is not an eligible use of COPS Technology and Equipment Community Project Funding.

**Supplemental Questions for COPS Technology & Equipment project requests:**

1. Is the recipient a State, Tribal, or local law enforcement agency?
2. Can this project spend a smaller amount of appropriated funds within 12 months of the enactment of the appropriations act? [yes/no] If yes, please provide any details that may be helpful for understanding the scalability of the project.
3. Is the purpose of this request the construction or renovation of a building? [yes/no]
4. Are you aware of another Member making a request for this same project? [yes/no]
5. Please provide the location of this project, in the format 'City (or County), State'.



**Guidance for  
NASA Safety, Security and Mission Services  
Community Project Funding**

*NASA Safety, Security and Mission Services projects support science education, research, and technology development related to NASA's mission.*

**Purpose & Federal Nexus**

Funding must be for activities advancing the purposes described in section 20102 of title 51, United States Code. Projects should focus on science, education, research, and technology development related to NASA's mission.

**Note:** The following projects will not be considered for NASA Safety, Security and Mission Services Community Project Funding:

- Building construction or renovation projects.
- Medical research projects.

**Supplemental Questions for NASA Safety, Security, and Mission Services project requests:**

1. Is the recipient entity a non-profit organization as described under section 501(c)(3) of the Internal Revenue Code of 1986? [yes/no]
2. Can this project spend a smaller amount of appropriated funds within 12 months of the enactment of the appropriations act? [yes/no] If yes, please provide any details that may be helpful for understanding the scalability of the project.
3. Is the purpose of this request the construction or renovation of a building? [yes/no]
4. Are you aware of another Member making a request for this same project? [yes/no]
5. Please provide the location of this project, in the format '*City (or County), State*'.

# Commerce, Justice, Science & Related Agencies Programmatic and Language Requests

## Additional Guidance, Best Practices, and Dos & Don'ts

### I. LANGUAGE REQUESTS

The following information will help guide you through the language request fields.

**Title.** In the “Title” field, simply name the program to which your language request pertains.

|                  |                            |
|------------------|----------------------------|
| <b>Examples:</b> | National Sea Grant Program |
|                  | Space Launch System        |
|                  | STOP School Violence Act   |

**Description.** Your description should be brief and cover the type of language, agency, program and subject matter.

- **Avoid** using abbreviations and acronyms.
- **Do not** direct staff to view an attached file or letter in lieu of including language in the database.

|                  |  |
|------------------|--|
| <b>Examples:</b> | Report language directing the National Oceanic and Atmospheric Administration to prioritize conservation.                    |
|                  | Bill language prohibiting funds from being used to carry out Executive Order 123456.   |
|                  | Report language under National Telecommunications and Information Administration regarding broadband access for urban areas. |

**Language Type.** Is it bill language or report language?

- Bill language is language that is inserted in the text of the bill itself.
- Report language is explanatory or directive language that accompanies the bill text.
- **Do** reach out to CJS staff if you are unsure if your request is bill or report language.

#### Bill Language Examples:

|   |
|---|
| None of the funds made available by this Act may be used to carry out Executive Order 123456.   |
| Provided further, no funds made available by this Act may be used to transfer the functions, missions, or activities of the Bureau of Alcohol, Tobacco, Firearms and Explosives to other agencies or Departments. |

### Report Language Examples:

|   |
|---|
| Harmful algal blooms.—The Committee recognizes the need to support local efforts to address Harmful Algal Blooms.   |
| Human trafficking reduction programs.—The Committee reiterates that Byrne Justice Assistance Grant funding may be used for human trafficking demand reduction programs. |

**Proposed Language.** Simply insert your proposed language.

- **Do not** include extraneous text such as background, descriptions, introductory remarks, etc.
- **Do not** put your language in quotation marks.
- **Avoid** using abbreviations.
- **Do not** insert “refer to attachment” or anything similar without also inserting a portion of the text directly into the text field.
- **Do not** specify brand names or outside organizations.

## II. PROGRAMMATIC REQUESTS

The following information will help guide you through the language request fields.

**Title.** In the “Title” field, simply name the program to which your program request pertains.

**Examples:**

|                                      |
|--------------------------------------|
| National Mesonet Program             |
| Prescription Drug Monitoring Program |
| Orion Spacecraft                     |

### **X** What *not* to do.

**Do not** group programs together. Each program request submission should be separate unless you are requesting the topline amount for an entire account. Examples of improperly grouped programs includes:

|  |
|--|
| All other VAWA programs  |
| Space Launch System, Orion Multi-Purpose Crew Vehicle, and the Exploration Ground System |

**Description.** Your description should be brief and cover the amount requested, agency, and program.

- **Avoid** using abbreviations and acronyms in lieu of the full program name.
- **Do not** direct staff to view an attached file or letter in lieu of including a description in the database.

(cont.)

- **Do not** include extraneous text such as background, descriptions, introductory remarks, etc.

**Examples:**

|  |
|--|
| \$150 million for the National Institute of Standards and Technology Hollings Manufacturing Extension Partnership. |
| \$12 million for the Department of Justice Protecting Our Lives by Initiating COPS Expansion (POLICE) Act program. |
| \$122.4 million for the International Trade Commission.  |

**X What *not* to do** (the following text is an excerpt from an FY23 request description that had over 300 words):

As you consider Fiscal Year (FY) 2023 appropriations, we ask for your support to provide at least \$3 million for the Missing Americans Alert Program as authorized under Kevin and Avonte’s Law, Division Q of P.L. 115-141. It is estimated that more than 60 percent of those living with Alzheimer’s or other dementias will wander...

**Increase/Decrease.** Under Increase/Decrease, you can select from a variety of options:

- ☐ Eliminate the program/project
- ☐ Funding should be increased
- ☐ Funding should be reduced
- ☐ General support for the program
- ☐ Support highest possible funding
- ☐ Support the FY2024 enacted level
- ☐ Support the President’s FY2024 budget request
- ☐ Support total funding level of \$\_\_\_\_\_

**Amount.** If you choose Support total funding level of \$\_\_\_\_\_, you will be asked to fill in an amount under **Amount.**

**Suggestions:**

- **Do** carefully consider the amount being requested.
  - Are you requesting a sustainable funding level?
  - What percentage increase is being requested over the FY23 level?
- **Do** reach out to CJS staff if you are unsure of the President’s request level or the FY23 enacted level

